

December 4, 1975

MEMORANDUM

TO: Academic Staff

FROM: Henry Blackburn

Based on reactions we have from the Research Office and the Dean's office we have clearly exceeded the bounds of propriety with our current grant submissions through those offices at this December deadline. In the future, we will simply have to make it an administrative matter that no grant that hasn't been fully worked out and gone through Nedra and over my desk prior to 48 hours before the deadline will simply have to miss the deadline. All secretaries will help in this matter. Secretaries who are preparing grants should clear with my office and with Bonnie (in the future) to let us know that such grant applications are in preparation and the deadlines anticipation.

This policy is not to suppress enterprise; it is simply to keep our reputations intact with the people who mean the most in the University. There are also the factors of quality of applications which suffer by late submission, of effective utilization of each others' input, and of decisions which need to be made when different L.P.H. grants competing for the same funds. It should rarely be necessary to compete within the lab. for the same small sources such as GRS, AHA, and MHA.

Thanks.